

# **VIII. CAREER CENTER**

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## ***Career Center for Vocation and Development***

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Located in the Commons, across from the Falcon Express

## **Career Center for Vocation and Development**

***“A comprehensive approach  
to academic and career planning.”***

### **Vision:**

To integrate Christian principles and career development within the context of vocation.

### **Mission:**

To assist students in discerning and pursuing meaningful careers which demonstrate a mature integration of faith and lifelong learning. To enhance student learning, we will collaborate with academic department, co-curricular programs, and off-campus constituents.

We know it's confusing. Students want to integrate faith, academic and career planning, but they aren't sure where to begin. They're concerned about service and study abroad, but wonder if they'll have time to fit meaningful experiences into their schedule.

To help students plan academic and related experiences, the Career Center offers a comprehensive program for all disciplines and for all class years.

To help students understand that it is possible to integrate academic, career, and service opportunities into their college experience, we have developed a first-year through senior-year plan. **This is simply a framework, offering guidelines for students to consider. Students may apply to or pursue many of these programs *after* their first year.** However, the ideal approach is to begin early so that students can work with their advisors and our staff to enrich their Messiah experience.

For more information, or copies of the four-year checklist, contact the Career Center.

- **Christy Hanson** Director, Career Development
- **Dwayne Keiffer** Assistant Director & Coordinator of Recruitment Services
- **Therese Heckman** Assistant to the Career Center
- **Michael Blount** Career Development Coach
- **Joy Fea** Part-Time Career Development Coach

**Location:** Eisenhower Campus Center across from the Falcon Express

**Phone:** Extension 6016

**E-mail:** [career@messiah.edu](mailto:career@messiah.edu)

**Web:** [www.messiah.edu/offices/career](http://www.messiah.edu/offices/career)

# Checklist for First-Year Students

*“Who am I?” and “What are my interests, skills, abilities, and values?”*

During your first year at Messiah, the Career Center, located in Eisenhower Campus Center, is a great place to begin exploring your giftedness and career options for your interests. Whatever you do, don't fall for the assumption that you have to have it all figured out when you come to college. Find out what majors and career fields might be a good fit for your interests, abilities, and values. Start exploring and gaining experience early, and visit us as often as necessary! Here are some ways we can support you:

- One-on-One Career Coaching Session**  
Our career coaches are available to help coach you through the career planning process. We encourage you to take advantage of this opportunity as much as possible! Simply stop by or call to schedule an appointment.
- Assessment Inventories**  
We offer a variety of free assessment inventories to help you determine your interests, abilities, and personality preferences. Results from these inventories are interpreted by a career coach and used to identify possible career fields to explore.
- “What can I do with a major in?” Sheets**  
These informational sheets will give you a broad overview of what you can do with a particular major. They're also available on our website at: [www.messiah.edu/offices/career/jobsearch/jobbymajor.html](http://www.messiah.edu/offices/career/jobsearch/jobbymajor.html)
- Information Interviews & Job Shadowing**  
As the saying goes, “Try it before you buy it.” Test out occupations and career fields of interest to you by connecting with someone currently working in that field. Don't have any contacts? Let us help you!
- Snapshots of Vocation**  
Wondering what Messiah alumni are doing since graduation? Catch a glimpse of the possibilities by checking out alumni profiles and video stories on our website: [www.messiah.edu/offices/career](http://www.messiah.edu/offices/career).
- Alumni Career Network**  
Get first-hand advice about a career field of interest by talking with a Messiah alumnus who is currently working in that field! For information on how to get connected, contact the Career Center.
- Career Events & Programs**  
Each year, the Career Center sponsors a variety of career-related programs. Watch for information about events such as our annual Career and Graduate School Expo, “Hit the Road: Explore the Possibilities,” and other workshops.
- Career Center Website**  
For a complete overview of our services, upcoming events, career exploration resources, and more, browse through our website: [www.messiah.edu/offices/career](http://www.messiah.edu/offices/career).

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M-F, 8 a.m. – noon, 1 p.m. – 5 p.m.  
Evening & drop-in hours posted each semester

# Checklist for Sophomores

*Continue to explore who you are, possible majors, and careers...*

During your second year at Messiah, the Career Center is a place to continue exploring your interests, possible majors, and career fields. Take time to gather information about interesting occupations or opportunities for gaining experience. Sort through the possibilities. Don't know where to start? Let us help you! Gathering information is an important step toward informed decision making for your future. Here are some ways we can support you:

- One-on-One Career Coaching Session**  
Our career coaches are available to help you map out a plan and coach you through the career planning process. We encourage you to take advantage of this opportunity as much as possible!
- Assessment Inventories: Narrow down your choices**  
We offer a variety of free assessment inventories to help you determine your interests, abilities, and personality preferences. Results from these inventories are interpreted by a career coach and used to identify possible career fields to explore.
- “What can I do with a major in?” Sheets**  
As the saying goes, “Try it before you buy it.” Test out occupations and career fields of interest to you by connecting with someone currently working in that field. Don't have any contacts? Let us help you!
- Information Interviews & Job Shadowing**  
Begin connecting with professionals in your field of interest. We have a database of contacts to help you get started.
- Snapshots of Vocation**  
Wondering what Messiah alumni are doing since graduation? Catch a glimpse of the possibilities by checking out alumni profiles and video stories on our website: [www.messiah.edu/offices/career](http://www.messiah.edu/offices/career).
- Alumni Career Network**  
Get first-hand advice about a career field of interest by talking with a Messiah alumnus who is currently working in that field! For information on how to get connected, contact the Career Center.
- Events and Programs**  
It's never too early to take advantage of career fairs and other career-related events. Check our website frequently for a listing of events, including dates and times.
- Career Center Website**  
For a complete overview of our services, upcoming events, career exploration resources, and more, browse through our website: [www.messiah.edu/offices/career](http://www.messiah.edu/offices/career).

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# Checklist for Juniors

## *Learn from EXPERIENCE*

As a Junior, the Career Center is here to help you gain career-related experience and create a preliminary plan for your future. What can you do NOW to prepare for life after graduation? Gaining experience will either confirm your career interests or encourage you to explore other possibilities. It will also help you to build a marketable résumé. Get a head start and begin building your network of people and places. Here are some resources available to you as a Junior:

- One-on-One Career Coaching Session**  
Meet with a career coach about opportunities to test out your interests and develop relevant skill sets.
- Gain Experience**  
Gaining experience can happen in a variety of ways: an internship, on-campus organizations, service learning, work-study positions, and many more. Don't miss out on this opportunity to develop professional skills while hopefully having a good time!
- Professional Development Training & Resources**  
Prepare for the transition to the world of work by building professional skills in résumé and cover letter writing, interviewing, job searching, networking, and marketing yourself to employers. The Career Center provides individualized training in all of these areas.
- Graduate School Preparation & Resources**  
If graduate school may be in your future, now is the time to begin planning. Career coaches are here to assist you throughout the planning and application processes.
- Alumni Career Network**  
Get first-hand advice about a career field of interest by talking with a Messiah alumnus who is currently working in that field! For information on how to get connected, contact the Career Center.
- Events and Programs**  
Each year, the Career Center sponsors a variety of career-related programs. Watch for information about events such as our annual Career and Graduate School Expo, Teacher Recruitment Day, Accounting Night, Nursing Fair, Graduate School Practice Test Drives, networking events, and other locally-sponsored employment fairs.
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# Checklist for Seniors

*You've made it! Congrats... Now GET CONNECTED!*

You may be feeling excited, overwhelmed, or anxious about life after Messiah College. That's completely natural! What's in sight for you after graduation? Employment? Grad school? Missions? Whatever your plan, let the Career Center help you explore your options and sort through your goals as you prepare for this transition. Here is a checklist of resources to guide you through your Senior year:

**One-on-One Career Coaching Session**

Meet with a career coach to discuss your ideas and next steps. Let us help you connect your interests with employment or graduate school opportunities.

**Gain Experience**

Gaining experience can happen in a variety of ways: an internship, on-campus organizations, service learning, work-study positions, and many more. Don't miss out on this opportunity to develop professional skills while hopefully having a good time!

**Job Search Database: "FalconJobs"**

The Career Center maintains an active database of job postings and employer contacts. Log-on to your account, and check postings frequently, as they are updated daily. After having your résumé critiqued, upload and post it in a "Résumé Book" for employers to view. Contact the Career Center for more info.

**Professional Development Training & Resources**

Prepare for the transition to the world of work by building professional skills in résumé and cover letter writing, interviewing, job searching, networking, and marketing yourself to employers. The Career Center provides individualized training in all of these areas.

**Graduate School Preparation**

If graduate school may be in your future, now is the time to begin planning. Career development coaches are here to assist you throughout the planning and application processes.

**Alumni Career Network**

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